

SECTION 14

ACCESS

This section describes the major access permit process. For the process of modifying or renovating driveway access, refer to Section 3.5 for a description of these activities along with the organizational summary of the Bureau of Civil Engineering, Driveway Design Unit.

14.1 Access Permit Process (refer to Attachment 1)

- The potential applicant calls Major Access Permits within the Bureau of Utilities and Right of Way.
- The customer service representative explains the Access Code requirements.
- The applicant requests a pre-application meeting.
- The case manager holds a pre-application meeting and coordinates with Project Management, if there is a capitol project in the development's area.
- The applicant submits an access application.
- The case manager determines whether the application is complete.
- The applicant revises the application, if necessary, per the case manager's comments.
- The case manager reviews the application and coordinates with Project Management, if there is a capitol project in the development's area. This step may involve negotiation with the involved parties.
- The case manager issues a permit, which is sent to the applicant for signature.
- The applicant signs the permit and returns it to the case manager.
- The case manager executes the permit and sends a copy to the permittee.

Attachment 1 - Access Permit Process

14.2 Developer Agreement Process (refer to Attachment 2)

- The case manager prepares the agreement and sends it to the applicant.
- The developer reviews the agreement and returns it to Major Access Permits with comments.
- The case manager and DAG review the agreement with developer comments, prepares the final draft and send it to the developer.
- The developer either concurs with the agreement and signs it, or develops comments on the agreement. This step can be iterative.
- The developer returns the agreement to Major Access Permits.
- When the parties agree, Major Access executes the agreement and returns a copy to the developer.

Attachment 2 - Developer Agreement Process

14.3 Wireless Antenna Process (refer to Attachment 3)

- The carrier submits a concept application.
- Major Access Permits reviews the application for completeness and transmits it to FHWA and Department units, as appropriate, for review.
- The review units make a field visit to the site, develop comments and send them to Major Access Permits.
- Major Access Permits advises the carrier of location approval or recommends an alternative location.
- The carrier decides whether to proceed.
- If the carrier decides to proceed, a detailed application is submitted to Major Access Permits.
- Major Access Permits determines application completeness and when complete, submits it to the review units.
- The review units submit comments to Major Access Permits.
- Major Access Permits prepares and forwards the license agreement to the carrier. This step may involve negotiations with the involved parties.
- The carrier signs the agreement and forwards it to Major Access Permits for execution.
- Major Access Permits obtains Department approval of the site license and notifies the carrier.
- Major Access Permits notifies Accounting to set up an account and the fee payment schedule.

Attachment 3 - Wireless Antenna Process